



PRESIDENT'S REPORT

January 19, 2017

GATEWAY AS A LEADER

College Access

The College Access department has been busy processing applications for Spring, with over 1400 documents for both spring and fall in the month of November! We had three successful Youth Options/ Promise nights where the New Student Specialists (NSS) assisted students with applying online. All the NSS have been hosting Promise workshops in their high schools and have been following up with application workshops. We participated in the Maker's Faire in Pleasant Prairie and had great success talking to a wide range of people about our programs and courses they could take. We're looking forward to going next year!

ACADEMIC AND CAMPUS AFFAIRS

Horticulture

On December 13th 2016, students presented their final color renderings of landscape design plans for Bong Recreation Area's Nature Explore Classroom. The reception was attended by students, volunteers of Bong, Master Gardeners, and Bong employees. The relationship will continue beyond the fall semester to assist in potential planting and service learning opportunities.

COMMUNITY AND GOVERNMENT RELATIONS

As of December 22, 2016, the Foundation has raised \$317,795. The generous gifts were from individuals (including Gateway faculty and staff as well as alumni), corporations, service clubs, and foundations. Donors have contributed to areas such as the mission of the Foundation, student scholarships, the Gateway Promise endowed fund, student emergency funds, and the Boot Camps.

The Gateway Promise Endowment Campaign has reached \$1,936,540.

At the Foundation's quarterly board meeting held in December, the board approved three new endowment agreement templates (updated endowed scholarship, new program funding, and new program funding with naming recognition). It also committed to \$51,000 from the Promise Endowment for the 6 semesters of the first Gateway Promise cohort.

The Foundation is planning its Scholarship Awards Ceremony for Saturday, February 4, 2017, starting at 12:30 pm, in the Madrigano Auditorium in the Kenosha Conference Center. All applicants were notified prior to the College's winter break.

The Foundation presented to more than 90 students during the Nursing Orientation, held the first week of January. This presentation covered scholarships, student emergency funds along with explaining the alumni association. We had a great response from these students, 20 registered online as Gateway alumni immediately following the orientation.

The Marketing department is focused on supporting enrollment management during December. We've continued our traditional and digital campaigns. Some of the tweaks include several one-page ads in the Kenosha News and Racine Journal Times, a "post-it" ad on the front page of the Racine Journal Times and a more concentrated digital Blitz. Greg Lebrick created a new look for the all-postal-customer home mailer that is both eye-catching and concentrates on our main recruitment messages.

A parallel effort to promote the Gateway Promise through billboards and digital ads has been stepped up for December and January, leading to the February 1st deadline for Promise applications. The 14 letters to be sent to applicants and their families leading up to the August Bridge program have been developed.

We continue to have visitors to the Center for Sustainable Living. We have seen over 6 girl scout troops along with elementary students. We have received additional funds to support displays and activities around bees and colony collapse disorder for the bee barn. The sustainability report for 2016 has been completed and we have submitted an application for the Wisconsin Green Ribbon award.

ENROLLMENT

Spring enrollment is currently down -2.2%. FY17 year-to-date is currently down -3.7%. The spring semester begins January 9. Enrollment for spring online classes is up +2.2%.

FINANCE AND ADMINISTRATION

Joint Review Board Update

Bill Whyte attended a City of Kenosha Joint Review Board meeting where amendments were approved on seven TID's which were subsequently approved by the Common Council. These amendments are very comprehensive and encompass multiple projects in the City.

Grant Accounting Update

This month concludes the budgeting process for Special Revenue Fund for new grant proposals and renewals of existing grants for Wisconsin Technical College System funding -- all due before the end of January, 2017. Other grant accounting activities include the modification of the grant personnel list based on proposals and sharing with the Director of Accounting to incorporate into the college's budgeting process. Staff will continue implementation of new grant software with active grants. Staff participate in monthly webinars for Federal grants for important announcements. A budget modification has been prepared for ACT for Healthcare for latest changes to the grant.

Timely Ledger Project Update

A Request for Proposal (RFP) for Travel and Expense software was sent to vendors on December 5, 2016. Written proposals are due January 18, 2017. An evaluation committee will begin reviewing proposal submissions beginning January 19, 2017.

FY 2017-18 Budget Process Update

Initial budget meetings were held in December with all Budget Officers. Budget Officers are using the month of January to develop both their Operating and Capital budget requests. Budget submissions are due January 31, 2017 and will be reviewed during the first week of February.

HUMAN RESOURCES & FACILITIES

Gateway and the Racine County Fire Chiefs Association met to discuss the planned lease for an indoor fire training center and the previous agreement we had with Waterford. A committee emerged from the meeting to put a marketing plan together for recruitment of volunteer firefighters. The RFP for an indoor training facility was re-published for 90 days.

Judy Braun, Purchasing Manager, completed an analysis of the construction process including approval levels both internally and with our outside Construction Managers (CM) and architects. It resulted in significant changes that reduce staff time while maintaining necessary controls and documentation.

Bill Whyte attended the first of many meetings as the only outside resource to the KUSD compensation committee. A committee of 19 KUSD faculty and 8 administrators are developing a new salary structure that will be presented to their board in March.

A res-design of our Long Term Disability Insurance Plan was approved by ELC and will be effective 2/1/17. The plan will now pay 66 ⅔% of salary with no Cost of Living Adjustment (COLA) and a two-year limit on mental health and substance abuse coverage. This will make our plan consistent with most employers and keep our premiums from doubling.

John Frost presented the new Orientation for New Employees to Human Resources. This new 'Journey' required session for all new employees involved the three HR directors providing input and training to new employees. The Orientation includes all the old 'Handbook Orientation' as well as more Human Resources information and introductions to the HR directors.

Human Resources began the annual process for faculty non-renewals which includes the initial reviewing and planning prior to the 'official' start of the process in March 2017.

Payroll developed a plan to eliminate current "banks" of Comp Time by usage over a period of time and clarifying the proper accumulation. This will eliminate 90%+ of Comp Time in the future.

Payroll developed a plan for the 40 hour/40 week employees to get on to Time Clock Plus our electronic time card system. The plan will replace manual time keeping and eliminate the “banking” of comp hours.

All 2016 payrolls, and the first payroll for 2017 prepared on time without the need for additional hours during the Holiday Shutdown - a first!

Payroll has processed the 2016 W-2's (electronic version) which became available on 1/3/2017 for all employees who have elected this format. Payroll is attempting to have more participation in the electronic version because it is more secure and a faster method of distribution. The hard copies of W-2's will be available for mailing by 1/15/2017.

HR & Payroll initiated the review of Overloads/Underloads prior to the start of the Spring 2017 semester. Preliminary information was distributed at the Deans' Council meeting on December 20. Information will be finalized following the January 3 run/cancel and then distributed to the Deans.

Debbie Miller has filed a position statement with the Office of Civil Rights (OCR) regarding an alleged age and disability discrimination by a former student.

Tom Cousino assisted the United States Capitol Police with Security Detail for Speaker Ryan's visit to Elkhorn Campus for US Service Academy Interviews. High School students from around the district were interviewing for a congressional nomination to a service academy.

New security cameras for the Elkhorn South Building Parking Lot were installed. This increases our coverage of previously identified vulnerabilities and provides the opportunity to have coverage for the AHS entrances as well.

Classroom Safety Principles was presented to all BWS staff to help them ensure a safe environment for all boot camps/classes at iMET.

Tom met with District's Mutual Insurance President, Steve Stoeger-Moore, concerning different projects currently ongoing to include the use of Drones on campus and different Risk Mitigation efforts.

A safety audit was conducted by our insurance company's loss prevention specialists at United Heartland at our Burlington and Elkhorn Campus locations. A report was compiled by United Heartland and was shared with all included personnel in an effort to help increase our safety/OSHA compliance at all campus locations.

First Aid Cabinets have been restocked at all campus locations in order to ensure supplies were ready and up-to-date for the first day of the Spring semester.

INSTITUTIONAL EFFECTIVENESS

On December 31, we closed our community survey on vision and mission for Gateway. Over 500 of our students, employees, and community members shared their perspectives. We will now be coding the qualitative data and identifying themes that will be the basis of a refreshed vision and mission statement for Gateway. The Board will be engaged as stakeholders in vetting those statements and approve them as part of the next strategic plan.

In January we begin soliciting nominations for our annual Outstanding Employee Awards, which are given at a red carpet reception on April 5. We honor employees in ten categories including customer service, community service, collaboration, teamwork, and new this year, strengths advocacy.

Employee Learning

One of the major differences between an RN with an Associate's Degree and one with a Bachelors degree two years post graduation isn't their clinical skill, but rather their critical thinking skills. To help Gateway nursing students better master this skill, Employee Learning will be holding a full-day seminar for nursing and allied health faculty in April 2017. We will have Dr. John Eigenhour, a professor who specialized in teaching critical thinking, come to Gateway from Taft College in California to teach our instructors how to infuse critical thinking into their courses. Faculty will gain a thorough understanding of critical thinking and learn practical ways to infuse critical thinking into their existing course content. This will then translate into our healthcare students learning the important skill of critical thinking and give them an advantage in the workplace. In addition, we will offer half day seminars to district area high school teachers and college/university professors as well.

LEARNING INNOVATION

LID is working closely with the winners of the college-wide Innovation Grant awards process. Those staff who received Innovation Grant funding for technology-related projects have begun to coordinate with our staff for the purchase of related equipment/materials. This process will be ongoing as the projects develop over time.

Distance Learning

Our videoconferencing technology is empowering teaching and learning! Since September 1, 2016, we've had 4,325 scheduled video connections as well as 1330 ad-hoc or non-scheduled calls. Our video server was used heavily by instructors recording content/classes for EMT, Programming, Nursing, Interviewing, Sharepoint, and Software Development coursework as well as recorded content from the FAB Lab. Total views for this content were approximately 4500 during the Fall semester.

Blackboard usage remains very strong. Each year, enrollments in Internet/Online courses show growth. This academic year 2016-2017 is the highest ever in terms of Blackboard enrollments/usage since online courses began in 1998. FTE using Blackboard in our online classes is currently 824 (and climbing!).

More and more instructors are creating engaging video content for their courses using our Techsmith Relay product. These videos include closed-captioning. Last year, 676 videos were created. Additionally, Distance Learning staff are assisting Special Needs with Closed Captioning (CC) requirements and how to add CC after the fact to other videos. We are also making suggestions and recommendations, including demonstrations, to ensure college compliance with CC federal regulations.

Information Systems

The End of Year updates have been issued by Ellucian and will be applied in early January. These updates are required to be able to provide the 2016 1095-C electronically and will allow Self Service to display the W2 and 1098T forms (Web Advisor already is able to display the W2 and 1098T forms but the patches add that capability to Self Service).

Work on the system for reporting on and tracking Gateway Promise students is in progress.

Implementation of Ellucian's UI 5.0 is in progress. The 5.0 version uses pure HTML and removes the Silverlight plug in requirement for which browser support is dwindling (currently it isn't supported by Chrome and Firefox will discontinue support in the near future).

The Support Services Activity report for the HLC Persistence and Completion Academy was revised for refined requirements.

State Reporting for the 2015-16 Academic Year is complete.

A data extract is being created for import into Apple School Manager to facilitate the management of the iPads Gateway is providing for certain classes.

Information Technology - User Experience

Laptops have been ordered for our refresh cycle. These should be received in the next week or so, and techs will be working with our faculty and staff on refreshing their equipment after the start of the Spring Semester.

Our work for the Racine Tech 3rd floor has been completed. It was an "all hands on deck" effort, between bringing in student casuals and work studies, LAN techs, and campus techs. Our campus techs put in some long days and worked on Saturday due to furniture installation delays, but we have had a successful first day of the semester. There will be additional work to be done once the remaining furniture has been installed.

WeConnect, which is the product line of Barco Equipment, has been installed in Racine, and documentation will be completed shortly for our techs, faculty, and students. The few faculty members that have seen the demo of this solution are very excited to use

this in their classes. Once documentation has been completed, then we will begin work on the Collaborative Learning Rooms in Racine that are part of the Innovation Grant. On a side note, Gateway is the first college in the United States to have the weConnect solution installed. This solution is in use in Belgium and Australia, and there is another college in Wisconsin that will have the technology installed this week.

Mobile Device Management (MDM) has been deployed on approximately 200 iPads, and we are beginning to see the benefits, as well as the challenges, with the solution. Students are not able to install rogue software, but we need to be diligent in ensuring that the required software is installed on the iPads.

Information Technology - Technology Operations

Our Infrastructure Team staff worked tirelessly to prepare the Racine Tech 3rd floor for the IT Center of Excellence. The team managed to have all critical network infrastructure and multimedia equipment up and running in time for classes to begin for the Spring term, in spite of some delays and classroom furniture arriving later than expected.

The Tech Ops team is working with our peer LID departments to prepare the FY2017-18 budget. We have begun identifying critical projects in support of Gateway's strategic goals.

The Network Operations team selected a vendor from the RFP responses for Managed Network Security Services. *Masergy's Unified Enterprise Security (UES)* service was awarded the RFP by scoring the highest from among the six RFP responses Gateway received. The UES service will enhance our current network security monitoring and add 24/7 monitoring by offsite security analysts who will either take some predetermined action on our behalf or alert us of identified security issues. We expect this service to be operational within the next 30 days.

STUDENT SUCCESS

Express Services

Express Services has been busy with spring registration, payment deadlines, and call nights this month. Business Workforce Solutions presented at a recent team meeting and shared information about Apprenticeships, Boot Camps & Specialized Training, FAB Lab, and Launch Box.

Financial Aid

The Financial Aid Department is busy processing aid for the upcoming 2017 spring term. As we get closer to the start date of the term, the team awards students on a daily basis to ensure that no students are dropped. During peak processing times, the financial aid department processes documents that are turned in the same day. This level of customer service allows students to get their payment option in place in a timely fashion.

Registrar

For the first time, Gateway completed the December graduation process in the computer system before we left campus for the holidays!! Due to Travis Jansen and Rachael Van Pelt's efforts in automating, streamlining, and refining the graduation processes, they are now graduating students in a matter of days. Just a few years ago, this would have taken weeks to accomplish. The benefit to our students was that they were able to print an unofficial transcript displaying graduation information to show a potential employer if they were job hunting over the holidays. This also means that graduation information is available on the official transcripts that are produced right away at the beginning of the new year!

BUSINESS & WORKFORCE SOLUTIONS

Seven students from Heartland Business Systems (HBS) completed a BICSI IN101 Installer level I class on December 3, 2016. They took the class under a WAT Grant which is being used to raise the skill level and improve the workforce at HBS. All students passed the hands-on test and 5 earned the BICSI certification. More employees from HBS will be taking additional BICSI classes next year.